

Resume: Your Ticket to the Job Interview

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Always keep your resume current. Yawn. That is the standard resume rule, but how many of us actually do it? Pulling out your old resume and updating it can be intimidating. There may be challenging issues for people with a lot of work experience. For example, should you list every job you have ever had on your resume? How do you demonstrate that you have kept your skills and knowledge current? What about resume format and submitting resumes on-line? If you want a great job, you must have a great resume.

You can find resume writing tips and examples of resumes on the Internet by using a search engine like Google and typing in the word “resume.” There are also many books on resume writing. Rather than simply taking off a few lines at the bottom of your resume and adding a few job duties to the top, it is worthwhile for you to do some research and develop a resume that will get results.

A rule that always applies to resume writing is to tailor your resume for the job you want.

Here are some additional tips for people with a long work history:

Don't put your entire work history on your resume. As a standard rule,

go back 10 to 15 years. However, if earlier jobs are relevant, list them.

Your resume can be more than one page. Use your common sense. If it takes more than two pages to list all of the information necessary to get you an interview, it can be more than two pages. But as a standard, try to keep it to two pages.

Emphasize your current accomplishments related to the job. Don't list every outstanding accomplishment you have had during the past 15 years because it will date you, and the hiring manager is most interested in what you have done lately that is related to the job requirements.

Consider eliminating all dates and just listing the number of years in each job. Some resume experts agree



this is a good strategy while others say it could look like you are trying to hide something. Eliminating college graduation dates, but including employment dates is another suggestion.

Tone down your resume for a job if you think you might be viewed as over-qualified.

Use current industry terminology because it will make your resume more up-to-date. Hiring managers will likely be drawn to resumes using familiar words.

List professional development, trainings, workshops, and new certifications that demonstrate you have kept your skills and knowledge up-to-date.

List technical and computer skills and make sure they are current. Don't list software, systems, or computer language that is no longer commonly used.

Research the company to help you write a resume that is tailored to the job. This will also help you use industry language.

Put your e-mail address as a method to contact you.

Resume experts disagree on whether it is better to use a chronological or functional resume format. The chronological resume is the more standard format and hiring managers are used to seeing it. It lists the jobs you have had starting with the most current. Functional resumes can be used if you are changing careers, have gaps in your work history or want to em-

phasize overall skills rather than work history. This type of resume emphasizes your skills by listing groups of skills first, followed by your work history.

It is important to have an electronic resume. This is a version of your resume that is not formatted. You should take out all bold, italics, centering, etc. If you are submitting your resume on-line make sure you use key words because the employer may have a system that scans resumes for these words. You will find the key words in the job announcement. Key words are usually industry jargon or job requirements commonly associated with that job. This type of resume is usually sent in an e-mail or cut and pasted online.

As you write your resume, look to the future rather than dwelling on the past. You don't want the tone of your resume to be a list of things you have done for other employers. Write it in a way that communicates what you can do for the employer that is lucky enough to hire you. Once you have written a resume that reflects all of your amazing skills and accomplishments, you will no longer be yawning, but feeling quite proud and confident.

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